

Civil Case Opening

Following are the instructions for filing a new civil case in CM/ECF 4.0.2, in the U.S. Courts District of Idaho.

OPENING A CIVIL CASE

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FILING THE LEAD EVENT

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OPENING A CIVIL CASE

THINGS YOU NEED BEFORE YOU BEGIN	
Complaint	Notice of Removal
<ol style="list-style-type: none">1. Complaint in PDF2. Civil Case Cover Sheet in PDF3. Summons in PDF (if you want a summons issued)	<ol style="list-style-type: none">1. Notice of Removal in PDF2. Civil Case Cover Sheet in PDF3. Copies of State Court Documents in PDF Format, particularly:<ul style="list-style-type: none">✓ Complaint✓ Summons served✓ Any Answers✓ Any Pending Motions✓ State Court Docket Sheet



To begin filing a new Civil Case,

1. Click on Civil on the Main ECF menu bar
and
2. Click on Open a Civil Case from the Civil Events list.

Selecting the Correct Office

SCREEN 1

Step 1 is to select the correct divisional office.

For a **Complaint**, the office is determined by:

- 1) the county of the defendant, or
- 2) if the defendant is out-of-state, the county of the plaintiff, or
- 3) If neither 1 or 2 apply, the county in which the incident occurred occasioning the law suit.

In a **Notice of Removal**, you must select the divisional office where the court for the original case is located.

You may check the map of offices and divisions to verify your selection.

Open a Civil Case - Attorney

****If Notice of Removal is being filed office MUST match the county the case is being removed FROM.****

****Click here for a map of offices and divisions.****

Office: Boise - Southern Case type: cv Case number:

Date filed: Boise - Southern

CDA - Northern

Moscow - Central

Pocatello - Eastern

*****Information Below is for Court Use Only*****

Other court name:

Other court number:

Southern Division (Boise):

Ada, Adams, Blaine, Boise, Camas, Canyon, Elmore, Gem, Gooding, Jerome, Lincoln, Owyhee, Payette, Twin Falls, Valley, Washington

Northern Division (Coeur d'Alene):

Benewah, Bonner, Boundary, Kootenai, Shoshone

Central Division (Moscow):

Clearwater, Idaho, Latah, Lewis, Nez Perce

Eastern Division (Pocatello):

Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Cassia, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Minidoka, Oneida, Power, Teton



Jurisdiction, Cause of Action and Other Statistical Information

SCREEN 2

Open a Civil Case - Attorney

Jurisdiction: 3 (Federal Question)

Cause of action: [] Filter: [] Clear filter

Nature of suit: 0 (zero) Filter: [] Clear filter

Origin: 1 (Original Proceeding)

Citizenship plaintiff: []

Citizenship defendant: []

Jury demand: n (None) Class action: n Demand (\$000): []

Arbitration code: [] County: Ada - Southern

Fee status: pd (paid) Fee date: 7/8/2009 Date transfer: []

Next Clear

JURISDICTION: There are four options.

ECF defaults to **3 (Federal Question)** because it is the most common.

Note: If **4 (Diversity)** is the proper jurisdiction, you will be required to complete the Citizenship fields for both Plaintiff and Defendant located in the middle of the screen.

Open a Civil Case - Attorney

Jurisdiction: 3 (Federal Question)

Cause of action: 1 (U.S. Government Plaintiff)
2 (U.S. Government Defendant)

Nature of suit: 3 (Federal Question)
4 (Diversity)

Origin: 1 (Original Proceeding)

Citizenship plaintiff: []

Citizenship defendant: []

CAUSE OF ACTION: To locate the correct Cause of Action, begin typing in the Filter field. ECF will narrow your search based upon your entries.

Click on the Drop Down arrow to see your new options

Cause of action: [] Filter: [] Clear filter

Cause of action: 28:2201 (28:2201 Constitutionality of State Statute(s)) Filter: 28:22

Cause of action: 28:2201 (28:2201 Constitutionality of State Statute(s)) Filter: 28:2

Nature of suit: 28:2201 (28:2201 Constitutionality of State Statute(s)) Filter: []

Origin: 28:2201dj (28:2201 Declaratory Judgment)
28:2201ij (28:2201 Injunction)
28:2201in (28:2201 Declaratory Judgment (Insurance))

Citizenship plaintiff: 28:2241 (28:2241 Petition for Writ of Habeas Corpus)
28:2254 (28:2254 Petition for Writ of Habeas Corpus (State))

Citizenship defendant: 28:2254se (28:2254 Ptn for Writ of H/C - Stay of Execution)
28:2255 (28:2255 Petition for Writ of Habeas Corpus (Federal))

Jury demand: 28:2271 (28:2271 Federal Tort Claims Act)
28:2345 (28:2345 Medicare Recovery)

Arbitration code: 28:2409 (28:2409(a) Quiet Title Action)
28:2410 (28:2410 Quiet Title)

Fee status: 28:2671 (28:2671 Federal Tort Claims Act)

SCREEN 2

NATURE OF SUIT: Similarly, to locate the correct Nature of Suit code, begin typing in the Filter field. This will narrow your choices to the ones that match your entry as well as the Cause of Action.

Click on the Drop Down arrow to see your filtered options.

Nature of suit 0 (zero) Filter: Clear filter

Nature of suit 153 (Contract: Recovery Veteran Ben.) Filter: 53

Nature of suit 153 (Contract: Recovery Veteran Ben.) Filter: 53
 Origin 153 (Contract: Recovery Veteran Ben.)
 530 (Habeas Corpus (General))
 535 (Death Penalty - Habeas Corpus)

Origin: Default is 1-Original Proceeding

For new civil complaints, this is the correct selection.

For Notice of Removals, select **2-Removal from State Court**.

Origin 1 (Original Proceeding)

Origin 1 (Original Proceeding)
 1 (Original Proceeding)
 2 (Removal from State Court)
 3 (Remand from USCA)
 4 (Reinstated/Reopened Case)
 5 (Transfer-in from Other District)
 6 (Transfer-in per MDL Order)
 7 (Appeal of Magistrate Judge Decision)
 A (Second Reopening)
 B (Third Reopening)
 C (Fourth Reopening)
 D (Fifth Reopening)
 E (Sixth Reopening)

Citizenship: Only use these fields if you entered 4 (Diversity) in the Jurisdiction field.

Citizenship plaintiff
 Citizenship defendant

Jury Demand:

For a **Complaint**, select plaintiff if you are requesting a Jury Trial.

In a **Removal from State Court**, select the defendant if you will request a Jury Trial. If the plaintiff requested a Jury Trial in the State Court, select Plaintiff, or Both, if appropriate.

Jury demand n (None)
 b (Both)
 d (Defendant)
 p (Plaintiff)
 Arbitration code
 Fee status pd (pa)

SCREEN 2

Demand - Enter dollar amount in thousands of dollars.

Example: \$100,000 = 100

Arbitration Code - leave blank

County -

FOR COMPLAINT:

- 1) the county of the defendant, or
- 2) if the defendant is out-of-state, the county of the plaintiff, or
- 3) If neither 1 or 2 apply, the county in which the incident occurred occasioning the law suit.

FOR NOTICE OF REMOVAL:

The county is the county from which this case is being removed.

Fee Status:

- pd (Paid)
- fp (in forma pauperis) if granted in State Court
- pend (IFP pending) if submitting a motion to proceed ifp with this case
- wv (waived) - for US Attorney
- cja or none - Do Not Use

Fee Date - defaults to today's date

Date transfer - leave blank

Click **NEXT** when you have completed these fields.

Jury demand	n (None) ▾	Class action	n ▾	Demand (\$000)	<input type="text"/>
Arbitration code	<input type="text"/>	County	Ada - Southern ▾		

Fee status	pd (paid) ▾	Fee date	7/14/2009	Date transfer	<input type="text"/>
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Adding Parties

SCREEN 3 - HINT SCREEN

ECF provides a tip for entering parties, which is the next step.

Click **NEXT** to continue.

Open a Civil Case - Attorney

Please make sure you enter ALL parties (plaintiffs and defendants) before selecting the Create Case button.

SCREEN 4 - The Participant Tree

Use the right side of the screen to add parties.

Type the last name of your first party in the Last/Business Name field.

Click **SEARCH**.

Open a Civil Case - Attorney

Search for a party
[Collapse All](#) [Expand All](#) Last / Business Name First Name Middle Name

You may enter as few as three letters to begin your search.

Scroll through the search results to find your party.

Click on the name to highlight and click **Select Party**.

If your party name is not present, you may click **Create New Party** to add a new name.

Note: Do not create a new party if *any* name in the list matches your party's name.

Search for a party

Last / Business Name First Name Middle Name

Search Results

▲
Smith, - (E)
Smith, Aaron
Smith, Alan
Smith, Andrew R
Smith, Angela ▼

SCREEN 4 - The Participant Tree

When the name is selected from the list, a **Party Information** screen appears.

- Do not add an address, phone or e-mail.
- All information added on this screen will be accessible to the public.

Role. The role type defaults to Plaintiff. It is important to select the appropriate role type on this screen.

See the list of Role types in the appendix to this document.

When you have entered the necessary information, click the **Add Party** button.

Party Information
Aaron Smith

Title _____

Role Plaintiff (pla:pty) ▼

Pro se No ▼

Prisoner Id _____ Unit _____

Office _____

Address1 _____

Address2 _____ Show this address on the docket sheet

Address3 _____ City _____

State _____ Zip _____ Country _____

Prison _____

Phone _____ Fax _____

E-mail _____

Party text _____

Start date 7/14/2009 End date _____

Corporation no ▼ Notice yes ▼

Add Party

[Start a New Search](#)

ROLE TYPES:

Amicus
Appellant
Appellee
Arbitrator

Claimant
Consol Claimant
Consol Counter Claimant
Consol Counter Defendant
Consol Cross Claimant
Consol Cross Defendant
Consol Defendant
Consol Plaintiff
Consol Third Party Defendant
Consol Third Party Plaintiff
Counter Claimant
Counter Defendant
Creditor
Cross Appellant
Cross Appellee
Cross Claimant
Cross Defendant
Custodian

Debtor
Debtor-in-Possess
Defendant

Estate of
Executor Defendant
Executor Plaintiff

Garnishee
Guardian Ad Litem

In Re
Interested Party
Interpleader
Intervenor
Intervenor Defendant
Intervenor Plaintiff

Material Witness
Mediator
Miscellaneous
Movant

Objector

Personal Representative
Petitioner
Plaintiff

Receiver
Respondent

Special Master
Successor

Taxpayer
ThirdParty Defendant
ThirdParty Plaintiff
Trustee

Unknown

SCREEN 4 - The Participant Tree

The party is added to the left-side panel indicating this person is a party to the case.

This is called the **Participant Tree**.

Click the **Add New Party** button for each party in the case.



Icon Definitions:

-  = Edit Party
-  = Delete Party
-  = Add Alias, Corporate Parent, Other Affiliate or Attorney for this party.
-  = Copy an attorney from a previously entered party.



Adding an Alias

Click on the **Add Person** icon next to Alias in the Participant Tree.



Enter the name, and click the **Search** button.

Highlight the name, and click the **Select Alias** button.

You may also create a new alias if your name does not appear.

Make any name edits.

You must add an alias **Type**.

Click the **Add alias** button

The alias is added to the **Participant Tree**.

Adding Corporate Parent or Other Affiliate

Click on the **Add Person** icon next to Corporate Parent in the Participant Tree.



Enter the name, and click the **Search** button.

Highlight the name, and click the **Select Corporate Parent** button.

You may also create a new Corporate Parent if your name does not appear.

Make any name edits.

You must add a Type:

- Other Affiliate, or
- Corporate Parent

Click the **Add** button.

The new Corporate Parent or Other Affiliate is added to the **Participant Tree**.

Adding an Attorney

Click on the **Add Person** icon next to Attorney in the Participant Tree.



Enter the Bar ID, or Attorney last name, and Click the **Search** button.

Highlight the name, and click the **Select Attorney** button.

Verify the attorney information, and click the **Add Attorney** button.

The default will be:
 Lead Attorney - NO
 Notice - YES

Note: Any corrections to the attorney address/telephone information will not correct the attorney's user account information. To make corrections to the attorney user account, go to "Maintain User Account" located under UTILITIES on the Main ECF Menu.

The attorney is added to the **Participant Tree**.

Repeat the process to add additional attorneys to this party.

Copying an Attorney

When one attorney represents more than one party, you may copy the attorney information from one party to another by clicking the **Copy Attorney** icon.



A list of previously added attorneys will appear.

Select the attorney you wish to associate with the new party, and click the **Copy Attorneys** button.

If there were multiple attorneys that you wish to add to the new party, you could check the box for all that apply.



The **Participant Tree** is updated.

Note: In New Civil Cases, do not add attorneys for defendants even though you may know who the attorney will be.

In Removal Cases, you may add all the attorneys who made an appearance in the State Court file.



Create Case

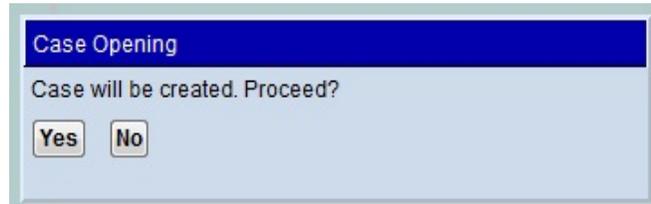
Click **Add New Party** to continue adding parties, or

Click **Create Case** when all the parties have been added.



If you have not added all the parties, click "No" which will return you to the add new party screen.

If you have added all the parties, click "Yes" to continue.

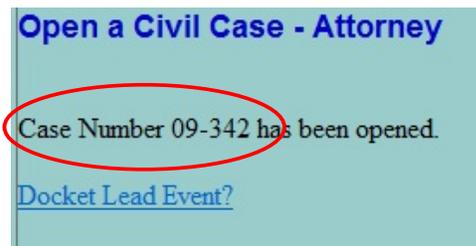


A Case number is assigned.

Click **Docket Lead Event?**

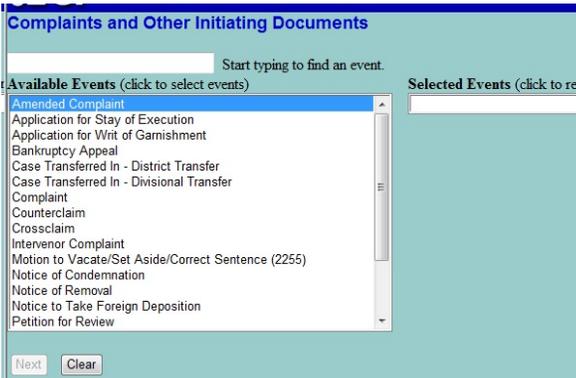
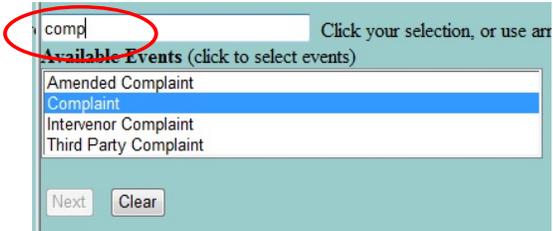
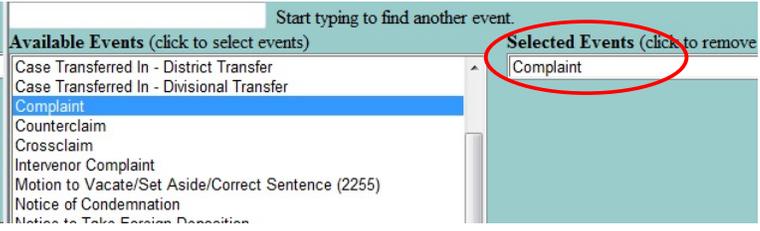
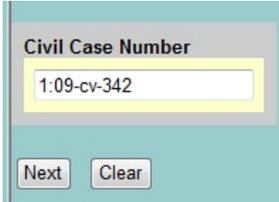
to continue filing the

- Civil Complaint, or
- Notice of Removal



Filing the Complaint

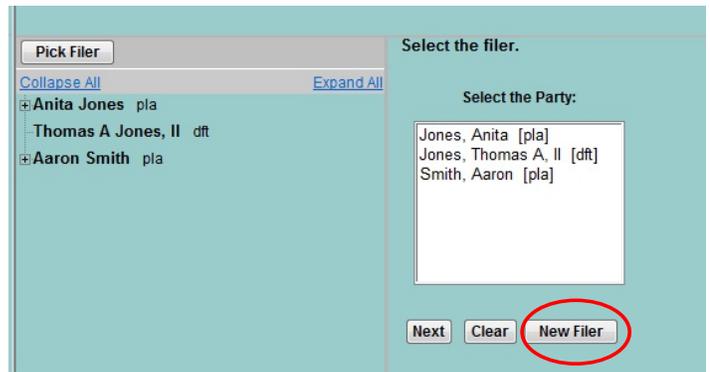
New Civil Complaint

<p>Click on Docket Lead Event?</p>	
<p>Select your lead event from the list.</p> <p>In a new case filing, your typical event will be:</p> <ul style="list-style-type: none">• Complaint, or• Petition for Writ of Habeas Corpus	
<p>To begin your selection, type the first few letters in the selection field. ECF sorts the selection list to include only those events that match your entry.</p>	
<p>Click on Complaint to select. Complaint it placed in the Selected Events field.</p> <p>Click NEXT to Continue.</p>	
<p>A screen will appear displaying the Civil Case Number.</p> <p>Click NEXT to continue.</p>	

Selecting a Filer

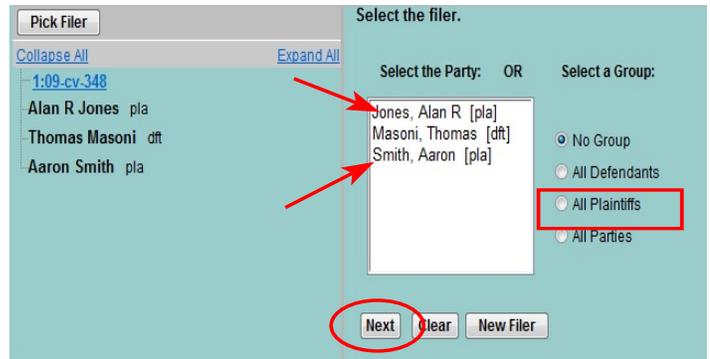
Select the filer(s) of this complaint.

Note: The first screen lists all the parties entered into this case. If after review you notice that one is missing, you could click **New Filer** and add a new person to this list.



Click on the filer to highlight. If you need to select more than one filer, such as all plaintiffs, press the control-key and click on each party, or click the All Plaintiffs choice under Groups..

Click **NEXT** to continue.

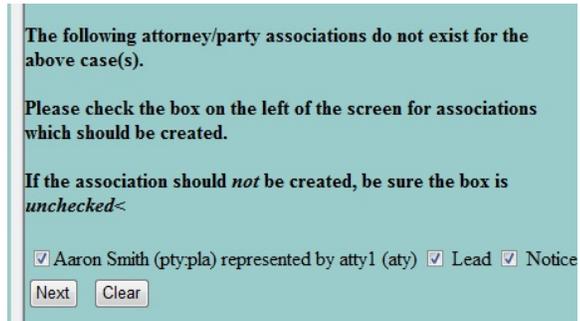


The following screen creates the association between the filing attorney and the filing parties.

This screen will only appear the first time this attorney files on behalf of the party. Leave all the boxes checked, and

Click **NEXT** to continue.

Note: If as the filer, you already added yourself to this party in case opening, you will not see this screen.



Party this Filing is Against

Next you are instructed to select the party that this filing is against.

Pick Party

Please select the party that this filing is against.

Collapse All Expand All

Aaron Smith [pla]
Anita Jones [pla]
Thomas A Jones, II [dt]

Select the Party: OR Select a Group:

Smith, Aaron [pla]
Jones, Anita [pla]
Jones, Thomas A, II [dt]

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear New Party

Click on the party that this filing is against.

You have the option of clicking **All Defendants** to simplify the selection.

Click **NEXT** to continue.

Please select the party that this filing is against.

Select the Party: OR Select a Group:

Smith, Aaron [pla]
Jones, Anita [pla]
Jones, Thomas A, II [dt]

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next Clear New Party

Summons Instructions

ON THE FOLLOWING SCREEN, PLEASE INCLUDE YOUR SUMMONS AS AN ATTACHMENT TO THE COMPLAINT ALONG WITH YOUR CIVIL COVER SHEET. HOWEVER, IF YOU DO NOT HAVE YOUR SUMMONS PREPARED AT THIS TIME, CONTACT THE CLERKS OFFICE FOR FURTHER INSTRUCTIONS WHEN YOU ARE READY TO HAVE THEM ISSUED.

Next Clear

ECF provides instructions on submitting your summons to the court for issuance.

Two options:

1) Include your prepared summons in PDF format with the complaint. The following page will allow you to upload your complaint, case cover sheet and summons(es).

2) Do not issue your summons at this time. Contact the court at a later date when you are ready to have your summons(es) issued.

Uploading the Documents

Selecting the PDF documents

Main document = Complaint

Attachment 1 = Case Cover Sheet

Attachment 2 = Summons(es)

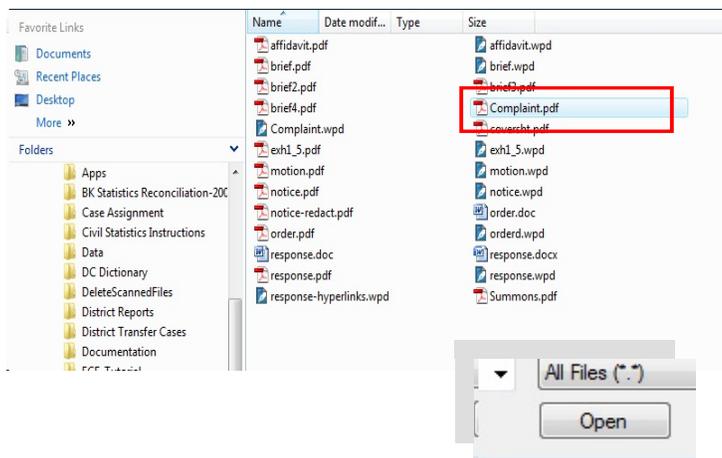
Click on the **Browse** button to locate your PDF complaint.

A description must be entered for each attachment added. You may select a category, but it is not required. Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/>	<input type="text"/>	<input type="text"/>

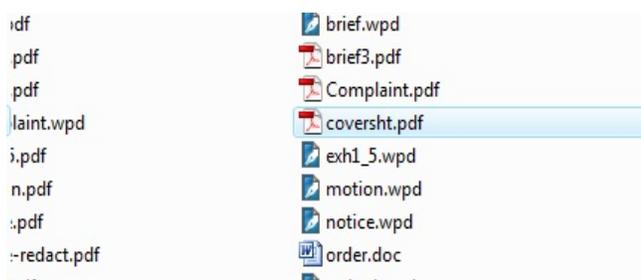
Click on the PDF file to highlight, and click the **Open** button in the bottom right corner to continue.



Click on the **Browse** button next to Attachment #1 to locate the PDF Case Cover Sheet.

Attachments	Category	Description
1. <input type="text"/>	<input type="text"/>	<input type="text"/>

Click on the PDF file to highlight, and click the **Open** button in the bottom right corner to continue.



Selecting the PDF documents

For each attachment, you must include either:

- a **Description** in the free-text field, or
- an item from the **Category** drop-down list, or
- both.

In case opening, both Cover Sheet and Summons are included in the Category drop-down list.

Category	Description
[Dropdown Menu]	[Text Field]
Affidavit	
Appendix	
State Court Complaint	
State Court Service Documents	
Service Information Sheet	
Sealed	
Cover Sheet	
Errata	
Exhibit	
Memorandum in Support	
Sealed Foreperson Signature	
Spanish Form	
Summons	
Supplement	

As soon as a pdf document is added to Attachment #1, Attachment #2 option appears.

If you have an additional document, such as the summon(es), click the **Browse** button for Attachment #2 and repeat the process for Attachment #2.

1.	F:\CM-ECF\TRAINING\Demo-Docs\CV\co	Browse...	Cover Sheet	[Dropdown]	[Text Field]
2.	[Text Field]	Browse...	[Dropdown]	[Text Field]	[Text Field]

Next Clear

When you have completed adding your documents,

Click **NEXT** to continue.

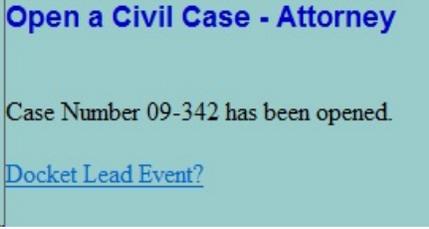
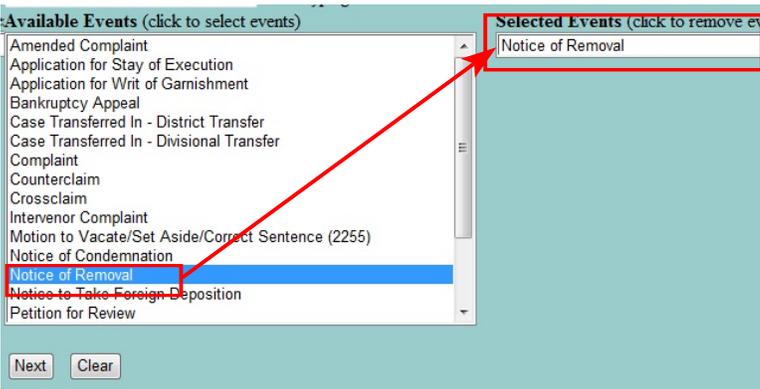
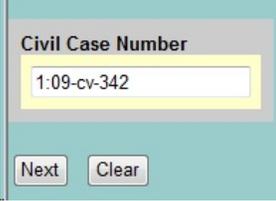
Main Document	
F:\CM-ECF\TRAINING\Demo-Docs\CV\co	Browse...
Attachments	Category
1. F:\CM-ECF\TRAINING\Demo-Docs\CV\co	Cover Sheet
2. F:\CM-ECF\TRAINING\Demo-Docs\CV\su	Summons
3. [Text Field]	[Dropdown]

Next Clear

Continue with the steps

- ✓ Paying Filing Fees On-line
- ✓ Final Screens
- ✓ Notice of Electronic Filing

Filing a Notice of Removal

Notice of Removal	
<p>Click on Docket Lead Event?</p>	
<p>Select your lead event from the list.</p> <p>Click on the Notice of Removal event in the Available Events List.</p> <p>This will move the Notice of Removal from Available to the Selected Events list.</p> <p>Click NEXT to continue.</p>	
<p>A screen will appear displaying the Civil Case Number.</p> <p>Click NEXT to continue.</p>	

Selecting a Filer

Select the filer(s) of this Notice of Removal.

Click on the name to highlight.

If you need to select more than one filer, such as all defendants, press the control-key and click on each party.

Click **NEXT** to continue.

Note: The first screen lists all the parties entered into this case. If after review you notice that one is missing, you could click **New Filer** and add a new person to this list.

The screenshot shows a web interface for selecting a filer. On the left, under the heading 'Pick Filer', there are links for 'Collapse All' and 'Expand All'. Below these is a list of parties: 'Anita Jones dft' and 'Aaron Smith pla'. On the right, under the heading 'Select the filer.', there is a sub-heading 'Select the Party:' followed by a list of parties: 'Jones, Anita [dft]' and 'Smith, Aaron [pla]'. At the bottom right, there are three buttons: 'Next', 'Clear', and 'New Filer'. The 'New Filer' button is circled in red.

The following screen creates the association between the filing attorney and the filing parties.

This screen will only appear the first time this attorney files on behalf of the party. Leave all the boxes checked, and

Click **NEXT** to continue.

Note: If as the filer, you already added yourself to this party in case opening, you will not see this screen.

The screenshot shows a message box with the following text: 'The following attorney/party associations do not exist for the above case(s). Please check the box on the left of the screen for associations which should be created. If the association should not be created, be sure the box is unchecked'. Below the text is a list of associations: 'Aaron Smith (pty:pla) represented by atty1 (aty)'. There are three checkboxes: 'Lead' and 'Notice' are checked, and 'Lead' is also checked. At the bottom, there are two buttons: 'Next' and 'Clear'. The 'Next' button is circled in red.

Party this Filing is Against

Next you are instructed to select the party that this filing is against.

Pick Party

Please select the party that this filing is against

Collapse All Expand All

1:09-cv-342

Anita Jones dft

Aaron Smith pla

Select the Party: OR Select a Group:

Jones, Anita [dft]

Smith, Aaron [pla]

No Group

All Defendants

All Plaintiffs

All Parties

Next Clear New Party

Click on the party that this filing is against.

You have the option of clicking **All Plaintiffs** to simplify the selection.

Click **NEXT** to continue.

Select the Party: OR Select a Group:

Jones, Anita [dft]

Smith, Aaron [pla]

No Group

All Defendants

All Plaintiffs

All Parties

Next Clear New Party

Uploading the Documents

Selecting the PDF documents

Main document = Notice of Removal

- Attachment 1 = Case Cover Sheet
- Attachment 2 = State Court Complaint
- Attachment 3 = Summons served (if any)
- Attachment 4 = Answer(s) (if any)
- Attachment 5 = Pending Motions (if any)
- Attachment 6 = State Court Docket Sheet

Note: If the state court case is large, contact the court for alternative instructions.

Click on the **Browse** button to locate your PDF Notice of Removal..

A description must be entered for each attachment added. You may select a category, but it is not required. Select the pdf document and any attachments.

Main Document

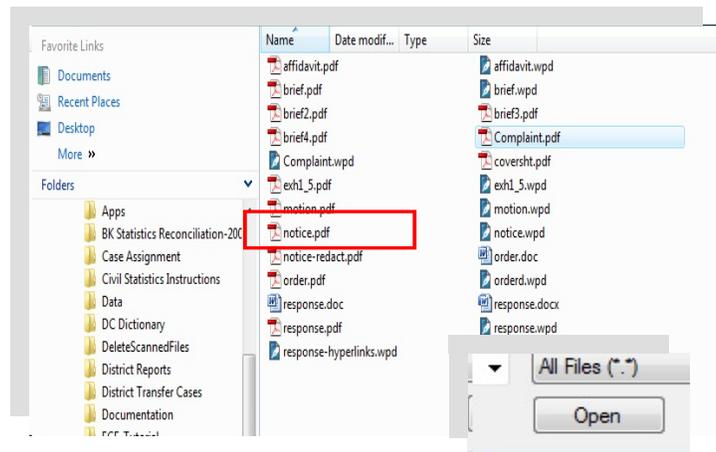
Browse...

Attachments	Category	Description
1. Browse...		

Next Clear

Selecting the PDF documents

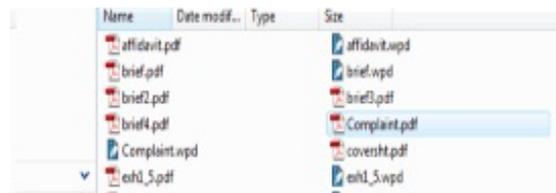
Click on the PDF file to highlight, and click the **Open** button in the bottom right corner to continue.



Click on the **Browse** button next to Attachment #1 to locate the State Court Complaint.

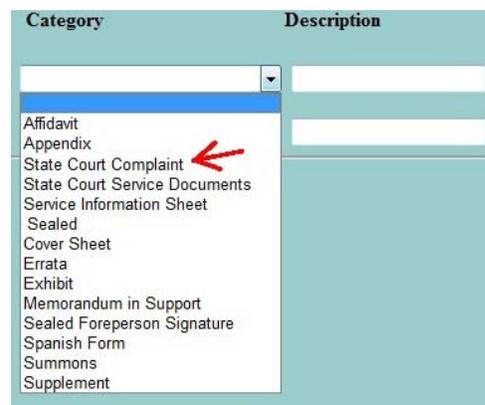


Click on the PDF file to highlight, and click the **Open** button in the bottom right corner to continue.



For each attachment, you must include either:

- a **Description** in the free-text field, or
- an item from the **Category** drop-down list, or
- both.



Selecting the PDF documents

As soon as a pdf document is added to Attachment #1, Attachment #2 option appears.

When you have completed adding your documents,

Click **NEXT** to continue.

Attachments	Category	Description
1. F:\ICM-ECF\TRAINING\Demo-Docs\CV\Co [Browse...]	State Court Complaint	
2. F:\ICM-ECF\TRAINING\Demo-Docs\CV\St [Browse...]	State Court Service Documents	
3. F:\ICM-ECF\TRAINING\Demo-Docs\CV\af [Browse...]		State Court Answer
4. [Browse...]		

Next Clear

State Court Information

Insert the information regarding the State Court case.

Click **NEXT** to Continue.

Complaints and Other Initiating Documents
[1:09-cv-00342-CWD Smith v. Jones](#)

Name of other court

Case number in other court

Next Clear

Continue with the steps

- ✓ Paying Filing Fees On-line
- ✓ Final Screens
- ✓ Notice of Electronic Filing

Paying Filing Fees On-Line

Verifying the Filing Fee

The next screen begins the payment process for paying the filing fees on-line through Pay.gov.

Complaint: There are two questions.

If “yes” applies to either question, the Pay.gov process is skipped.

Notice of Removal: For a Notice of Removal, only one question appears.

If “yes” applies, the Pay.gov process is skipped.

The default is “No”.

Click **NEXT** to continue.

Is this filed with an Application to Proceed Without Prepayment of Fees?
or
Is this complaint filed on behalf of the USA?
 Yes
 No
Next Clear

Is this filed with an Application to Proceed Without Prepayment of Fees?
 Yes
 No
Next Clear

The following screen verifies the filing fee.

Click **NEXT** to continue.

Fee: \$350
Next Clear

Screen 1: There are two screens when completing on-line payment. In the top right corner, you may see where you are at in the process.

The fields with Asterisks are required.

Note: The notice at the bottom of the screen warns the user to avoid using the Internet browser back button when making your on-line payments.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Screen 2: If you need to return to the original page, click **Edit this Information**. Do not use the back button.

E-mail Receipts: You may receive an e-mail confirmation of this payment. This e-mail address may be who ever is responsible for the credit card payments in your office and does not need to be that of the filer.

You may also have multiple receipts if additional people need notice of this payment.

Finally, you must authorize the charge to this card by checking the agreement box.

Click **Submit Payment** to finish.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

WARNING SCREEN:

ECF will provide another warning to not use the Back Button.

At this point, the filing fees have been paid.

Click **NEXT** to Continue.

DO NOT HIT THE BACK BUTTON AT THIS POINT. YOU HAVE ALREADY PAID THE FEES AND HITTING THE BACK BUTTON WILL CAUSE YOU TO PAY THE FEES AGAIN. IF YOU THINK YOU HAVE ACCIDENTALLY PAID THE FEES TWICE, PLEASE CALL JENNIFER AT (208) 334-1178 IMMEDIATELY

Final Steps

FINAL SCREENS

Notice: Pursuant to Federal Rules of Civil Procedure 7.1, the attorney is required to file a corporate disclosure statement.

Click **NEXT** to Continue.

YOU ARE REQUIRED TO FILE A CORPORATE DISCLOSURE STATEMENT PURSUANT TO FRCP 7.1.

Docket Modification Screen: The filer is allowed to insert any further description in the free text field.

Click **NEXT** to Continue.

Docket Text: Modify as Appropriate.

COMPLAINT against Anita Jones (Filing fee \$ 350 receipt number 0976-494929.), filed by Anita Jones. (Attachments: # (1) Cover Sheet, # (2) Summons) (atty1,)

Docket Text: Modify as Appropriate.

NOTICE OF REMOVAL by Anita Jones from 4th Judicial District-Ada County, case number 09-1234.(Filing fee \$350 receipt number0976-495224.), filed by Anita Jones. (Attachments: # (1) State Court Complaint, # (2) State Court Service Documents, # (3) State Court Answer) (atty1,)

FINAL SCREENS

Final Screen: This screen shows how the entry will appear on the docket.

ATTENTION: By clicking Next, you will file these documents and will not have any further opportunity to correct any errors in the filing.

The bottom of the screen indicates for your review, what documents you have included in this fClick **NEXT** to complete your filing.

Docket Text: Final Text

COMPLAINT against Anita Jones (Filing fee \$ 350 receipt number 0976-494929.), filed by Anita Jones. (Attachments: # (1) Cover Sheet, # (2) Summons)(atty1,)

ATTENTION!! Pressing the **NEXT** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):

F:\CM-ECF\TRAINING\Demo-Docs\CV\Complaint.pdf pages: 1

F:\CM-ECF\TRAINING\Demo-Docs\CV\coversht.pdf pages: 2

F:\CM-ECF\TRAINING\Demo-Docs\CV\Summons.pdf pages: 2

Docket Text: Final Text

NOTICE OF REMOVAL by Anita Jones from 4th Judicial District-Ada County, case number 09-1234.(Filing fee \$350 receipt number0976-495224.), filed by Anita Jones. (Attachments: # (1) State Court Complaint, # (2) State Court Service Documents, # (3) State Court Answer)(atty1,)

ATTENTION!! Pressing the **NEXT** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):

F:\CM-ECF\TRAINING\Demo-Docs\CV\notice.pdf pages: 1

F:\CM-ECF\TRAINING\Demo-Docs\CV\Complaint.pdf pages: 1

F:\CM-ECF\TRAINING\Demo-Docs\CV\Summons.pdf pages: 2

F:\CM-ECF\TRAINING\Demo-Docs\CV\affidavit.pdf pages: 1

Notice of Electronic Filing (NEF)

U.S. District Court
District of Idaho (TEST) Version 4.0.1

Notice of Electronic Filing

The following transaction was entered by atty1, on 8/3/2009 at 11:00 AM MDT and filed on 8/3/2009

Case Name: Jones v. Smith
Case Number: [1:09-cv-00335-EJL](#)
Filer: Anita Jones
Document Number: [1](#)
Judge(s) Assigned: Edward J. Lodge (presiding)

Docket Text:
[COMPLAINT against Anita Jones \(Filing fee \\$ 350 receipt number 0976-494929.\), filed by Anita Jones. \(Attachments: # \(1\) Cover Sheet, # \(2\) Summons\)\(atty1, \)](#)

1:09-cv-00335-EJL Notice has been electronically mailed to:

atty1 atty1@id.uscourts.gov, deadmail@id.uscourts.gov

1:09-cv-00335-EJL Notice will be served by other means to:

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1089316566 [Date=8/3/2009] [FileNumber=697135-0]
[8498153f220d4110f8a0492820bfd1495ab15fdb1f95a234288f7e2f4fe134cedf51b
18a05237dfb5903a2d132e193e6331aa6f26600a905752c16382f0dd5fe]]

Document description:Cover Sheet
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1089316566 [Date=8/3/2009] [FileNumber=697135-1]
[9aa35cd471a9026799d5435e26e9ca056512b53ff9977bb408ce02732a851281d4109
3281d6956dc9c491f079575cb50481f3438f2e5a890a2d9247c07ea0198]]

Document description:Summons
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1089316566 [Date=8/3/2009] [FileNumber=697135-2]
[249e28deec7d06907065cc503806b45baaa6eb4e4bbe626dfab075392f07b968919d6
9cfeb7c422b5b9b98967b373cd9e8b06b446813eef4b40c401361fa7101]]

NEF DETAILS

The date and time of the filing are documented in the NEF.

Note that the time is recorded as Mountain Time since that is the location of the computer accepting the filing.

The following transaction was entered by atty1, on 8/3/2009 at 11:00 AM MDT and filed on 8/3/2009

NEF DETAILS

<p>The NEF confirms:</p> <ul style="list-style-type: none"> the case name and number, the filing party was, the assigned document number for this filing, and the judge assigned to this case 	<p>Case Name: Jones v. Smith Case Number: 1:09-cv-00335-EJL Filer: Anita Jones Document Number: 1 Judge(s) Assigned: Edward J. Lodge (presiding)</p>
<p>Docket text verification</p>	<p>Docket Text: COMPLAINT against Anita Jones (Filing fee \$ 350 receipt number 0976-494929.), filed by Anita Jones. (Attachments: # (1) Cover Sheet # (2) Summons)(atty1,)</p>
<p>Who received this NEF via ECF, and if there are parties who did not receive this NEF and would require service by other means.</p> <p>In the instance of a Notice of Removal, all attorneys in the state case should have been entered during case opening and would receive NEF notification.</p>	<p>1:09-cv-00335-EJL Notice has been electronically mailed to: atty1 atty1@id.uscourts.gov, deadmail@id.uscourts.gov</p> <p>1:09-cv-00335-EJL Notice will be served by other means to:</p>
<p>Verification of the documents submitted with this filing.</p>	<p>Document description:Main Document Original filename:n/a Electronic document Stamp: [STAMP dcecfStamp_ID=1089316566 [Date=8/3/2009] [FileNumber=697135-0] [8498153f220d4110f8a0492820bfd1495ab15fdb1f95a234288f7e2f4fe134cefd51b18a05237dfb5903a2d132e193e6331aa6f26600a905752c16382f0dd5fe]] Document description:Cover Sheet Original filename:n/a Electronic document Stamp: [STAMP dcecfStamp_ID=1089316566 [Date=8/3/2009] [FileNumber=697135-1] [9aa35cd471a9026799d5435e26e9ca056512b53ff9977bb408ce02732a851281d41093281d6956dc9c491f079575cb50481f3438f2e5a890a2d9247c07ea0198]] Document description:Summons Original filename:n/a Electronic document Stamp: [STAMP dcecfStamp_ID=1089316566 [Date=8/3/2009] [FileNumber=697135-2] [249e28deec7d06907065cc503806b45baaa6eb4e4bbe626dfab075392f07b968919d69cffb7c422b5b9b98967b373cd9e8b06b446813eef4b40c401361fa7101]]</p>